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**Checklist: <GREGOR and VTT winter closure>**

**<GRE-KIS-CL-0010>**

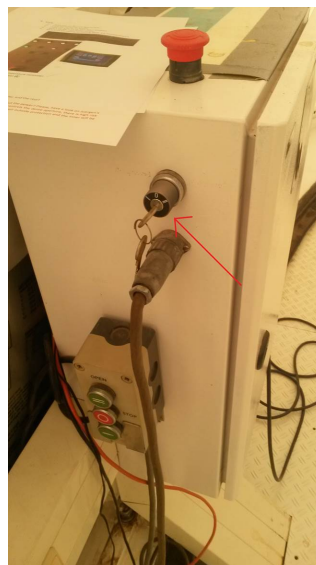
**GREGOR**

Once the M1 and Coude covers are closed, the telescope is parked and deactivated, the cooling, derotator, beam tracker, and AO are switched off in the GUIs, follow the next steps:

1. **Weather Station:** Fold the arm to the position close to the railing and fix it with the screw. The station itself can remain on the arm. Use the lateral elevator to access the dome platform or do this before closing the dome if preferred.
2. **Close the dome**, and switch off its power. The power switch of the dome is in OG5.



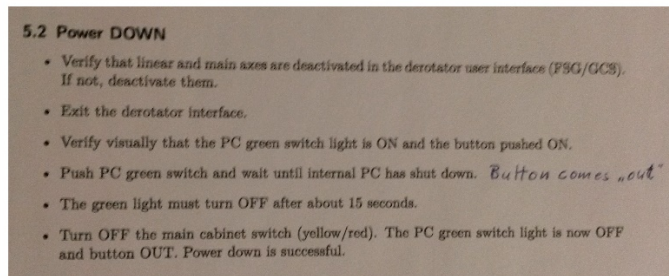
3. Keep the hand-control box switch on position II (where it should always be). It switches between control by handheld panel and a kind of raw mode (each motor can be controlled individually).



4. **Cooling:** Switch both of them off. Do not unplug.

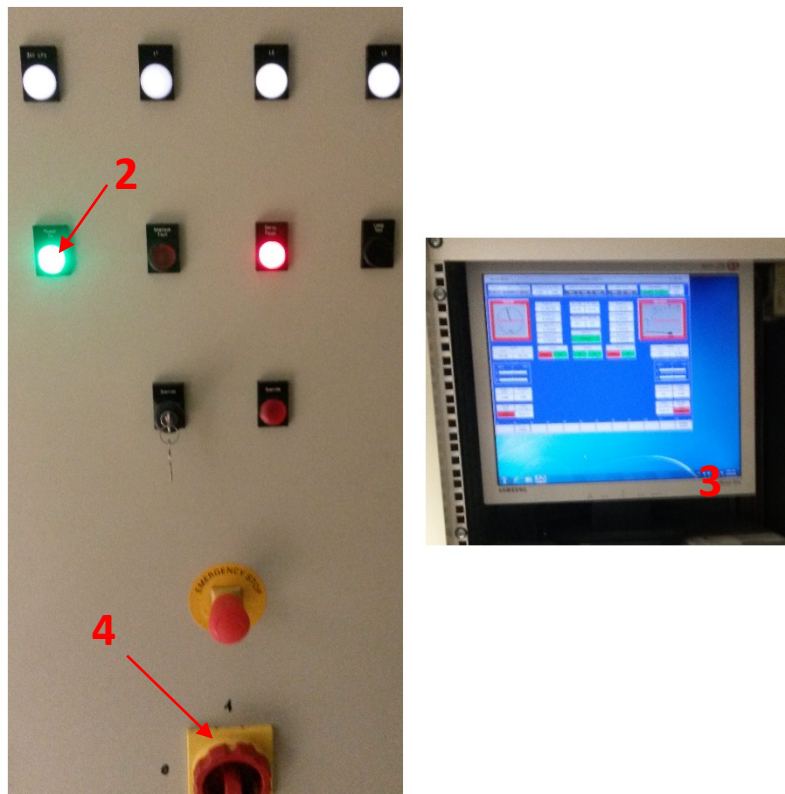


5. **Derotator:** Follow the shutdown procedure (written on the cabinet and in the derotator manual GRE-KIS-MAN-0008):



6. **GREGOR telescope (computer and hardware):**

- 1- Telescope parked and deactivated. (with GUI or at MTM rack.)
- 2- GREGOR mirror covers: cover M2 and M4 (carefully, M4 is very fragile). Check that Coudé cover and M1 are closed. Close cover on AO bench. Close cover on top of derotator. Coudé cover needs to be closed with GCS GUI or at MTM rack before power off!
- 3- Switch off (press) the Power On button.
- 4- Close LCP with Alt+F4. Shut down Windows.
- 5- Switch off the main power switch.
- 6- Switch off M1 cooling (can be done anytime)  
(this part is also described in GRE-KIS-CL-0002)



(Afterwards only UPS is still on and powers the communication lines (red LEDs, see picture below))



7. **Lyot filter at GREGOR:** Switch off the temperature controller, which is located above the SJ unit.
8. Leave the **air condition** on, because the optical lab is also heated by the ventilation (radiator in this lab at position "2")
9. **GCS computer:** quit all programs. Switch off the computer.
10. **FSGs** can be left on, they can be switched off remotely.
11. **GREGOR instruments:** GRIS is taken care of by IAC. BBI is generally off anyway, if not, switch the cameras and computers off. HIFI and GFPI computers should be switched off.

12. **GREGOR elevator:** leave on 4<sup>th</sup> floor.
13. Check that the **GREGOR entrance door** is completely closed, best is to lock it.

### **VTT and ChroTel**

14. Put covers on all **VTT mirrors and entrance window in the dome** – **including** the cover of the secondary mirror.
15. Close the **cover of the main mirror** (from BKR under the console).
16. **Lyot filters at VTT** (SJ and Chrotel): do **not** switch them off.
17. **Keep VTT racks running** (one next to BKR and the other on hydraulic floor (10)).
18. Check that all **monitors** are off at the VTT desk in the BKR
19. Check that all components of the **AO** are switched off (also the small power adapter next to the AO barrel (Fass))
20. **ChroTel computer:** shut down. ChroTel to be shut down according to the ChroTel manual.

### **General**

21. **Check toilets** for running water. This would empty the cistern.
22. Close all **roller blinds and check windows**. Close the roller blind of the VTT hall.
23. **E-Zentrale:** Emergency power control set to automatic mode. On the screen: check that generator is set to AUTOMATIC (Frank is preparing detailed instructions for the panel)

Leave the service page: “Bedienoberfläche verlassen”, PIN required [1986].

24. Check that the **generator tank** (Tagestank) is filled
25. **Radiators in both telescopes:** Set all to setting 2.
26. **Remove food from fridges** in both telescopes

Change Log				
Vers.	Date	Author	Description of Changes	Sect./Para.
1	7.1.19	L. Kleint	Collected from various emails and Miguel's document.	
1.1	9.1.19	J. Rendtel	additions, sorted by telescope/building	
	10.1.19	R. Volkmer	Comments added, Coude cover topic moved to new position	
1	14.1.19	LK	Keep VTT racks running according to M. Knobloch due to issues when being restarted.	